

C-A OPERATIONS PROCEDURES MANUAL

Included herein are standards for the administration of disciplinary action for specific types of safety or security offenses at C-AD.

The disciplinary action selected for a particular offense will be chosen based on the facts of the specific situation taking into consideration any extenuating circumstances.

The SBMS Subject Area on Disciplinary Actions

(https://sbms.bnl.gov/Sbmsearch/subjarea/147/147_exh1.cfm), and its categories of significant, major and minor offenses, will be followed.

Criminal acts:

- 1) While at work, physical or verbal assault, theft or stealing any material or property with the intent to keep, sell or use it for personal gain, will result in immediate termination

Significant offenses:

- 2) *Willful* failure to adhere to or follow RSLOTO, LOTO or Orange Tag Procedures in C-AD OPM Chapters 1, 2, 7 or 9
- 3) *Willful* violation of radiation safety requirements
- 4) Fighting or creating a disturbance that causes injury to others; applies to the aggressor only

Major offenses:

- 5) Failure to adhere to or follow property protection rules in [C-AD OPM 1.20](#)
- 6) Failure to report lost or stolen keys for a secured area or equipment; duplicating a key made for a secured area or equipment
- 7) Demonstrating a carelessness or indifference to rules regarding sexual harassment, discrimination and computer security

Minor offenses:

- 8) Failure to wear personal protective equipment while performing work requiring this equipment; if injury occurs, then major offense
- 9) Not meeting or maintaining training requirements listed in your Job Training Assessment

Traffic violations and failure to follow safety or security postings:

- 10) Traffic violations constitute safety infractions and could be cause for disciplinary action. Safety or security postings, whether temporary or permanent, *must* be followed by all managers, supervisors and workers. These violations would be categorized as minor, and a graded approach would be used to determine major or significant offenses. In the case of repeat offenders, the length of time between violations would be considered.